

**Town of Drumheller Public Library Board  
Meeting Notice & Agenda**

**Date:** Thursday January 9, 2019  
**Time:** 6pm  
**Location:** Drumheller Public Library – Studio Program Room  
**Chair:** Denise Lines  
**Secretary:** Vanessa Page  
**Regrets:** Cheryl McNeil, Sheila Krueger  
**Present:** Denise Lines, Caleb Brown, Kristyne DeMott, BJ Gallagher, Samantha Haddon, Vanessa Page, Margaret Nielsen, Emily Hollingshead (6:15 p.m.)  
**Absent:** Lizbeth Dube, Sarwat Rehan  
**Marigold Rep:** Margaret Nielsen

1. Call to Order: 6:07 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (6/10): We have quorum
  - b. Additions to the Agenda / Approval of agenda: Dates changed to 2020 as required; remove 4.a.i.  
**Motion V. Page, seconded E. Gallagher:** Accept the agenda as amended. **All in favour. Motion carried.**
  - c. Review/Approval of the minutes of November 2019, December 2019: **Motion S. Haddon, seconded C. Brown:** Accept the November 2019 minutes as presented and December 2019 minutes as amended. **All in favour. Motion carried.**
  - d. Declaration of conflicts of interest. None.
  - e. Welcome guests: None.
3. Reports
  - a. December 2019 Financials: **Motion C. Brown, seconded K. DeMott:** Table the financials. **All in favour. Motion carried.**
  - b. Director: E. Hollingshead presented a year-end summary of library activities. The full report has been emailed to all Board members. Question: Why aren't we offering Friday movies anymore? Answer: Marigold is no longer offering AudioCine.
  - c. Marigold: M. Nielsen handed out a brochure about Marigold. M. Nielsen spoke about her advocacy about Marigold in the media.
  - d. Society: M. Nielsen handed out a year-end summary of Society activities. The Society supported the library with over \$20,000 in 2019. D. Lines reminded Board members that suggestions about use of casino funds are welcome.
  - e. Other:
    - i. Policy Committee: Nothing to report. The next meeting date is TBD.
    - ii. HR Committee: Nothing to report. The next meeting date is Wednesday at 6pm.
4. New Business
  - a. For Decision
  - b. For Discussion
    - i. Plan of Service Priorities / 2020 Calendar of Events: E. Hollingshead presented updates for each point of the Plan of Service. Suggestions for the 2020 Priorities:
      1. Drumheller youth will have a space equipped for socializing, studying and exploring their interests and goals
      2. Residents and visitors will find themselves and their neighbours reflected in the Library's collections, events and community involvement
      3. Residents and visitors will have opportunities to explore a wide variety of creative pursuits, regardless of budget
      4. For adult residents to have increased opportunities to interact socially in Drumheller
      5. Cultural opportunities to experience a variety of perspectives
      6. Redesign of the circulation desk
      7. Increased programming of life skills
      8. Collaboration with staff managing libraries in other organizations
      9. Little Free Library
      10. The Library will enhance its offerings for teens in at least one way (e.g. technology, programming, or services) each year

11. The Library will create at least three new opportunities each year for adult community members to meet and get to know one another at entertainment- and education-oriented events
12. The Library will offer at least two opportunities each year for residents to experience a variety of perspectives on the world

c. For Information/Reminders

- i. Signing Authority: A letter will be sent to Chinook to update signing authority
- ii. Volunteer hours: Reminder to send volunteer hours to E. Hollingshead

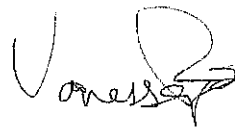
d. Correspondence: GIC statements were received

5. Ongoing/Unfinished Business

- a. Accessible Bathroom Door
- b. Plaques – Little Free Libraries & Instruments
- c. Window Signs Committee
- d. Updating Policies & Bylaws
- e. Plan of Service
- f. Calendar of Events
- g. Little Free Libraries

7. Adjournment: **Motion E. Gallagher:** Adjournment at 7:18 p.m.

**Next Meetings:** Thursday February 13th, 2019

  
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Denise Lines, Chairperson  
\_\_\_\_\_  
Vanessa Page, Secretary

**Town of Drumheller Public Library Board  
Meeting Notice & Agenda**

**Date:** Thursday February 13, 2020

**Time:** 6pm

**Location:** Drumheller Public Library – Studio Program Room

**Chair:** Denise Lines

**Secretary:** Samantha Haddon

**Regrets:** Vanessa Page

**Trustees:** Caleb Brown; Kristyne DeMott; Lizbeth Dube; BJ Gallagher; Samantha Haddon; Cheryl

McNeil; Sarwat Rehan;

**Marigold Rep:** Margaret Nielsen

**Absent:** Sheila Krueger

1. Call to Order: 6:08 p.m.

2. Meeting Processes

a. Confirmation of quorum (6/10): We have quorum

b. Accept regrets as presented on the agenda: **Motion E. Gallagher, seconded C. McNeil:** Accept agenda regrets. **All in favour. Motion carried.**

c. Additions to the Agenda / Approval of agenda: Dates changed; Town Council report added under Reports (e); Accounting added under For Discussion (iv); Special Project Committee, Approval of Annual Report, and Accessible Bathroom Door added under For Decision (i, ii, iii). **Motion L. Dube, seconded K. DeMott:** Accept agenda as amended. **All in favour. Motion carried.**

d. Review/Approval of the minutes of January 2020: Amendment to change date to 2020. **Motion E. Gallagher, seconded C. Brown:** Accept January 2020 Minutes as amended. **All in favour. Motion carried.**

e. Declaration of conflicts of interest: None f. Welcome guests: Margaret Nielsen. Marigold Rep

3. Reports

a. December 2019 & January 2020 Financials: Caleb Brown / Approval: **Motion C. Brown, seconded C. McNeil:** Table the financial December 2019 and January 2020. **All in favour. Motion carried.**

b. Director: E. Hollingshead gave a verbal report. Family Day programming includes collaborating with FCSS to run an escape room, plus a craft for younger kids. Adulting 101 is going well with maxed out registration with a waitlist. New labels are up in the non-fiction section.

c. Marigold: M. Nielsen updated us on Marigold's new Collections Management Policy in regards to neighbouring counties using our services, the ongoing IT grant, and funding amounts.

Marigold will not be asking for additional funds in 2020-2021. There is a new listing of video conference training available. Registration is now open for the Marigold Member Libraries' Workshop on May 14, 2020. M. Nielsen handed out a brochure, Trustee Tips (also available online), and a Schedule C fact sheet on where our levy funding is spent.

d. Society: D. Lines says the Society has not had another meeting, and has no reports

e. Town Council: 2020 Council Budget Request - approved. Council is happy with our work.

f. Other:

i. Policy Committee Next meeting: Working on board roles policies

ii. HR Committee Next Meeting: Need to follow up with Emily for the next step

#### 4. New Business

##### a. For Discussion

i. Minutes Presented to Council: D. Lines would like to send our monthly meeting minutes to Town Council as a For Information item. K. DeMott suggests a quarterly report.

ii. Special Projects Committee: S. Haddon will chair this committee to handle extra projects, especially planning events for our 100th anniversary.

iii. Conference and Continuing Education: Look for conferences and continuing education opportunities.

iv. Accounting: D. Lines is working with Ascend Financial to provide additional oversight on our bookkeeping.

##### b. For Decision

i. Special Project Committee: **Motion E. Gallagher, seconded S. Rehan:** Establish a Special Project Committee,  
chaired by S. Haddon. **All in favour. Motion carried.**

ii. Approval of Annual Report: **Motion D. Lines, Seconded by E. Gallagher:** Accept the annual report as  
amended. **All in favour. Motion carried.**

iii. Accessible Bathroom Door: **Motion C. Brown, seconded E. Gallagher:** Allocate \$4000 from the Cenovus grant to contribute to the accessible bathroom door cost. **All in favour. Motion carried.**

##### c. For Information/Reminders

i. Accessible Bathroom Door: project completion in the coming weeks

ii. Contact List: Make any updates for the ongoing contact list

iii. Volunteer hours: Give E. Hollingshead your outstanding volunteer hours for the Annual Report.

d. Correspondence: Salary survey from Marigold Library System received. Marigold Making a

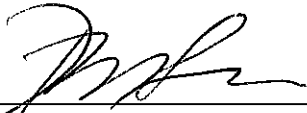
Difference award nominations extended until February. Cheque from Benevity Community Impact Fund. A T5 tax receipt. Invoice for envelopes. Invitation for Atlas Coal Mine May Day event, May 1 at 1pm.

5. Ongoing/Unfinished Business

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw

7. Adjournment: **Motion E. Gallagher:** Adjournment at 7:21

**Next Meetings:** Thursday March 12th, 2019



Denise Lines, Chairperson



Samantha Haddon, Recorder

## Town of Drumheller Public Library Board Meeting Minutes

**Date:** Thursday March 12, 2020  
**Time:** 6pm  
**Location:** Drumheller Public Library – Studio Program Room  
**Chair:** Denise Lines  
**Secretary:** Samantha Haddon  
**Regrets:** Sheila Krueger, Vanessa Page, Sarwat Rehan, Caleb Brown  
**Trustees:** Kristyne DeMott; Lizbeth Dube; BJ Gallagher; Samantha Haddon; Cheryl McNeil;  
**Marigold Rep:** Margaret Nielsen

Lizbeth Dube left at 7:55 and we lost quorum

1. Call to Order - 6:07
2. Meeting Processes
  - a. Confirmation of quorum (6/10): We have quorum
  - b. Accepting Regrets as presented on the agenda: **Motion E. Gallagher, seconded C. McNeil:** Accept agenda regrets. **All in favour. Motion carried.**
  - c. Additions to the Agenda / Approval of agenda: Added additional Discussion Items, 4.a.i. Health Emergency Preparedness, and 4.a.ii. Accounting update; Added For Decision Items 4.b.i. Approval of 2020 budget, and 4.b.ii. Accounting. **Motion E. Gallagher, seconded by C. McNeil:** Accept the agenda as amended. **All in favour. Motion carried.**
  - d. Review/Approval of the minutes of February 2020: **Motion L. Dube, seconded E. Gallagher:** Approve minutes of February 2020. **All in favour. Motion carried.**
  - e. Declaration of conflicts of interest: None
  - f. Welcome guests: Margaret Nielsen
3. Reports
  - a. December 2019 & January & February 2020 Financials: **Motion C. McNeil, seconded E. Gallagher:** Accept the comparative income and expense statements for January and February 2020. **All in favour. Motion carried.**
  - b. Director: E. Hollingshead submitted a written report. She highlighted the new shelf labels, materials inventory by Marigold, the completed accessible washroom, changes to the interlibrary loans system, technology upgrades, library programs, and usage stats. K. DeMott asked about the weeding process. E. Hollingshead says that it is based on out of date scientific or geographic information, usage rates, and replacement availability. The new book, made in partnership with local Drumheller agencies, was passed around for board members to see. Outreach: Starland Garden Workshop, E. Hollingshead will set up a table with related resources and opportunities for participants to sign up for library cards.
  - c. Marigold: M. Nielsen nothing from Marigold as a meeting was cancelled due to poor weather
  - d. Society: No Report
  - e. Other:
    - i. Policy Committee: No report
    - ii. HR Committee: Met to review E. Hollingshead's self evaluation. Recommends an in-camera board discussion at a future date.
4. New Business
  - a. For Discussion
    - i. Health Emergency Preparedness: E. Hollingshead has updated us with Marigold's Pandemic Employee Policy, as well as the APLAC mailing list discussion on how other libraries are responding. With consultation from staff, they have generated a list of ideas, been updated on their sick leave hours available, replacing kids activities that are easily cleanable, hand washing, regular cleaning of work areas, promote digital services, tasks that staff could do at home, including ways to serve the public, program postponement strategy. E. Hollingshead wants our input to answer key questions:  
Q: At what point do we suspend programs?  
A: According to GOA guidance and Executive Director judgement  
Q: Is there a point at which we close the library, regardless of BCF?

A: The Board advises E. Hollingshead to make that call within her best judgement.  
Q: How do we maintain a reasonable workload for employees that are not affected in the case that some are off sick, or in the need to self isolate?  
A: The board advised E. Hollingshead to use her best judgement is decision regarding staffing levels  
Q: If the Library is closed, how do we decide on unpaid leave for library staff?  
A: The board advises E. Hollingshead to pay staff for up to a month, as the money as it has already been budgeted. We can reevaluate with further information from the GOA, and the Town of Drumheller.  
Q: Do we expect anything from them if they are being paid, but not able to work  
A: E. Hollingshead described tasks that can be done by staff, program planning, social media presence, and book ordering.

ii. Accounting Update: With the upcoming audit, D. Lines has been in discussions about our options for an ongoing, external review of our financials or shift in bookkeeping duties. M Neilsen: The audit must be completed and submitted to the PLSB by June 15. Cost of audit and town support is taken into account by the PLSB, which could skew our data to be a higher contribution per capita. E. Hollingshead: RSM has experience with our books for the last five years.

iii. Conference Attendance: D. Lines and S. Haddon (potentially) will attend the Marigold workshop.

b. For Decision

- i. Approval of 2020 Budget: **Motion C. McNeil, seconded L. Dube:** Motion to approve the 2020 budget. **All in favour. Motion carried.**
- ii. Accounting: **Motion C. McNeil, seconded E. Gallagher:** Send the 2019 financials as-is to RSM to complete the audit. **All in favour. Motion carried.**

c. For Information/Reminders

- d. Correspondence: The Ministers' Award of Excellence in Public Library Service sent a call out for submissions. E. Hollingshead put together an application for a snack station to provide access to healthy snacks for youth using the library. Marigold sent information about our library materials collections being insured, valued at \$280,774.00; The Marigold board has approved the transfer payment (service grant) schedules, IT Capacity Fund, Distribution of Materials (allocation), and Shared collections budget for 2020.

5. Ongoing/Unfinished Business

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment: Motion E. Gallagher: Adjournment at 8:05

**Next Meetings:** Thursday April 9th, 2020

  
Denise Lines, Chairperson

  
Samantha Haddon, Recorder

**Town of Drumheller Public Library Board  
Special Meeting Notice & Agenda**

**Date:** Wednesday June 3, 2020

**Time:** 6pm

**Location:** Online - ZOOM Meeting

**Chair:** Sam Haddon

**Secretary:** Vanessa Page

**Present:** Caleb Brown; Kristyne DeMott; BJ Gallagher; Samantha Haddon; Sheila Krueger; Cheryl McNeil; Vanessa Page; Emily Hollingshead; Denise Lines (6:21 pm); Sarwat Rehan (6:06 pm)

**Regrets:** Lizbeth Dubé

1. Call to Order: 6:03 pm
2. Meeting Processes
  - a. Confirmation of quorum (6/10): Yes.
  - a. Additions to the Agenda / Approval of agenda: **Motion to approve the agenda as presented, EG. Seconder, CB. All in favour. Motion carried.**
3. 2020 Budget adjustments:
  - a. CM asked to read the letter from the CAO again. VP asked where the \$256,000 number came from and asked why the town hasn't responded to questions raised by the letter. KD asked to have the letter forwarded to her. CM asked for it to be forwarded to the Board as well. KD mentioned she was surprised that the cuts came in the 2020 year, not 2021.
  - b. CM asked about reserve fund policies. EH explained that we do not have a policy regarding reserve funds. CM asked what the purpose of the reserve is. EH explained that the funds are used for one-off expenses, not to supplement the budget. SR mentions we are fortunate to have the reserve funds that we do have.
  - c. Is there a way to cut the summer staffing to zero (aside from Emily) and minimal fall staffing so we do not have to use our reserves? KD asked EH which budget was the best for overall viability of the library? EH explained the budget options. We need to choose a summer budget and a fall budget. EH recommends budget 2B for the fall and to have a second staff member for the summer. The cost savings implications were discussed, along with possible wage subsidies.
  - d. KD asked if we had the reserves available for a big cut in 2021? SH mentioned we spent and were operating without knowing we would be shut until Sept.
  - e. CM reminded EH to take her vacation time, as a portion needs to be taken during the first half of the year.
  - f. We have a 50k GIC coming due in September.
  - g. VP asked what other libraries/towns were doing – most have reduced staffing by 50%, Standard is down to 1 staff member, the most extreme budget cut was 10%.
  - h. KD asked what kind of uptake we're having with the public re: online services. EH says e-resource, social media details are always in the Director's Report. EH says the value of the library should not be related to online statistics. Online club participants were the same as pre-COVID-19, but they've declined. SH asked at what point will the uptake be enough.
  - i. DL asked if EH spoke with the CAO about the funding cut. EH said it was not her place.
  - j. **Motion to operate under the proposed 1B budget scenario until Aug. 23, VP. Seconder, BJ. K. DeMott asked to table the motion as she did not**



**receive sufficient information as to why a secondary staff member was necessary. Yay: CB, CM, EG, SH, VP, SK, DL; Nay: KD, SR; Motion carried.**

k. KD left the meeting at 7:21 pm

l. Closed Session: FOI/PP Act 24(1)(d). **Motion to table the session until June 11, VP. Seconder, CM. All in favour. Motion carried.**

4. CM asked that we take a moment to share a positive piece of news each meeting.

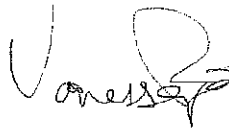
5. Adjournment: **Motion to adjourn, SH.**

Next Meetings: June 11, 2020



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~~Denise Lines~~, Chairperson  
Samantha Haddon



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Vanessa Page, Secretary

**Town of Drumheller Public Library Board  
Minutes**

**Date:** Thursday April 9, 2020  
**Time:** 6pm  
**Location:** Online - TEAMS Meeting  
**Chair:** Denise Lines  
**Secretary:** Vanessa Page  
**Regrets:** Cheryl McNeil; Sarwat Rehan; BJ Gallagher  
**Trustees present:** Caleb Brown; Kristyne DeMott; Samantha Haddon; Sheila Krueger; Lizbeth Dube  
**Marigold Rep:** Margaret Nielsen  
**Library Director:** Emily Hollingshead

1. Call to Order: 6:20pm
2. Meeting Processes
  - a. Confirmation of quorum (6/10): We have quorum.
  - b. New Technology Challenges: S. Rehan had to give regrets just prior to the meeting starting. BJ. Gallagher and C.McNeil were unable to join due to technical issues, L.Dube joined at 6:25 after technical issues.
  - c. Additions to the Agenda/Approval of agenda: Motion to accept agenda as modified. K.DeMott; C.Brown. CARRIED.
  - d. Review/Approval of the minutes of March 2020: Motion to table the minutes. S.Haddon/C.Brown CARRIED.
  - e. Declaration of conflicts of interest: N/A
  - f. Welcome guests: Margaret Nielsen
3. Reports
  - a. Financials March 2020 & Audit 2019 (Caleb Brown): Revenues are on track. Patron-generated revenue is down. Membership costs are up (but it's a timing issue because they are annual expenses). Call for questions/concerns: SK asked about if there's anything pertinent on the bank statement from today. There was an additional deposit but nothing that significantly changes this month's financials. EH says there is one deposit pending and she hopes to deposit it on Tuesday. MOTION to accept income statements as distributed by E.Hollingshead on April 9: C.Brown; S.Krueger. CARRIED.  
  
Audit 2019: E.Hollingshead sent the auditors our income statements. Documents will be scanned/mailed as needed. Bank statements were requested and sent two weeks ago. Call for questions: N/A
  - b. Director: Emily Hollingshead: We are focused on serving the public from home and managing staff working from home. Monday check-in/staff meeting went well and was helpful.
    - i. Staff
  - c. Marigold (Margaret Nielsen): Marigold is still meeting (online). Marigold staff are registering and renewing library cards -- 670 between March 17 and 30. Overdrive usage is up 178%, Cloud Library users are up 317% and there are 350 new books. Worldbook views are up 1050%. E.Hollingshead shared that staff have renewed 21 cards.
  - d. Society: No report this month
  - e. Other:
    - i. Policy Committee: No report this month
    - ii. HR Committee: No report this month
4. New Business
  - a. For Discussion
    - i. Additional resources/programming: Question- What portion of library patrons are able to access services? E.Hollingshead does not have concrete numbers. Some people are using the the wifi from the parking lot (BCF or Library). Adult programming has not moved online yet. Call for questions/concerns: Are there problems with Hoopla? A few but the issues have been fixed. C.Brown: Can we do roadside drop-off/pick-up?

E.Hollingshead: Perhaps. Staff will discuss going forward. L.Dube: Now is a good time for LFL! D.Lines says the community might be interested in helping out. K.DeMott concerned about the virus. E.Hollingshead: More people are dropping off than picking up. S.Krueger would like to know if there's an option to partner children with seniors for a reading hour. ii. Board: Call for questions/comments about Teams vs Zoom. Discussion.

b. For Decision

i. Staffing: Staff wages have already been budgeted. E.Hollingshead has not heard of any funding cutbacks. Expenses are down. Call for questions/concerns: K.DeMott wants to hear E.Hollingshead 's thoughts on laying off staff. C.Brown mentions the staff are still providing value to the community. K.DeMott suggested staff document their daily tasks/deliverables, along with minutes, etc. from our meetings to present to Council. Long term solutions will need to be discussed. Call for questions/concerns: Motion to continue paying staff until May 15: K.DeMott; C.Brown. CARRIED.

ii. C. Brown-- shout out to the library staff.

c. For Information/Reminders

d. Correspondence

5. Ongoing/Unfinished Business - Tabled until May.

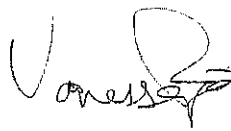
- a. Plaques - Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment: Motion to adjourn at 7:13pm. S.Haddon; L.Dube. All in favour.

**Next Meetings:** May 14th, 2019



Denise Lines, Chairperson



Vanessa Page, Secretary

**Town of Drumheller Public Library Board  
Meeting Notice & Agenda**

**Date:** Thursday May 14, 2020  
**Time:** 6pm  
**Location:** Online - ZOOM Meeting  
Join Zoom Meeting: <https://us02web.zoom.us/j/82357849165>  
Meeting ID: 823 5784 9165  
Password: 776179

**Chair:** Denise Lines  
**Secretary:** Vanessa Page  
**Regrets:** BJ Gallagher  
**Present:** Caleb Brown; Kristyne DeMott; Lizbeth Dube; Samantha Haddon;  
Sheila Krueger; Cheryl McNeil; Sarwat Rehan; Margaret Nielsen; Emily Hollingshead

1. Call to Order: 6:04 pm
2. Meeting Processes
  - a. Confirmation of quorum (6/10): **Yes**
  - b. Additions to the Agenda / Approval of agenda: **Motion to approve the agenda as presented, KD. Second, CM. All in favour. Motion carried.**
  - c. Review/Approval of the minutes of April 2020: **Motion to approve the minutes as presented, CB. Second, LD. All in favour. Motion carried.**
  - d. Declaration of conflicts of interest: **None**
  - e. Welcome guests: M. Nielsen
3. Reports
  - a. Financials: CB reports that revenue is mostly on track (aside from patron revenue). We've received our municipal grant and we've heard that we'll get at least half of our provincial grant.
    - i. Income Sheet 2020
    - ii. Operations PLSB
    - iii. Audit 2019 & Bookkeeper: We are missing the 2019 balance sheets and bank reconciliations to complete the audit and hold the AGM. The library needs to collect those pieces/hire someone to gather the documents. EH has been in contact with three bookkeepers for quotes and they will charge each \$100 per month. Because of Covid-19, our PLSB filing deadline has been pushed to October. DL points out that we are also missing the balance sheets and reconciliations from 2020. VP suggests asking someone to come in and teach EH how to fill in those missing pieces. MN points out that it might not be a good use of EH's time. VP reminds everyone that this was a cost-savings measure/professional development for EH. DL has spoken to others and says it's good business to have someone come in and look over the financials. Do we need quotes? CB says we need to move forward. **Motion to contract Ascend Financial going back to January 2019 in preparation for the audit with an option to continue forward in 2020, CB. Second, CM. All in favour. Motion carried. Motion to accept the revenue and expense statements from April 2020, CB. Second, SH. All in favour. Motion carried.**
  - b. Director:
    - i. Staff Check-in: Adult programs are online and going well. The food bank is distributing free ARC books through a partnership with the library. PLSB and Marigold have said there's no pressure to re-open in phase 2 as long as we're trying our best. EH has received many materials about how to safely re-open. Marigold and libraries will begin weekly/bi-weekly meeting about present and future concerns/ideas about how to offer services. Ebook usage has increased. EH has some information about programming stats but PLSB is creating standardization guidelines. CB asked about staff morale. EH is holding weekly meetings and staff are generally feeling OK. SH asked if the PLSB guidelines are available online. EH is not sure, she received them through email. CM asked if there are any province-wide library meeting about re-opening, etc. EH will ask.
    - ii. Reopen Plan / Maintenance Policy: The town wants our re-opening and maintenance policy in case there's an AHS complaint. The library is part of the plan because it is in the

BCF. EH is working on the plan and will help the town with the BCF's plan. DL spoke with the town about how to open the library when the BCF is unable to open. CM asked if there are entrances/exits that can be used solely by staff. EH says there are four entrances/exits to the library.

- iii. Canada Summer Jobs: EH received an email explaining that the grant might cover a higher percentage of a student's wages if we are able to offer a position this summer. EH says she has work for a dedicated summer staff member if the grant comes in.
- c. Marigold: MN explains that Marigold had their AGM with 39/44 directors reporting in to the meeting. MN emailed out "The Value of Your Investment 2019" 178% increase in Overdrive users, 317% Cloud users. Marigold staff are working from home. The van drivers are supervising the building, clearing out the basement and preparing the building for sale. DL mentioned we received the Schedule C paperwork. MN says the next meeting will be in August and mentions that Marigold is saving money on transportation and accommodation by having online meeting.
- d. Society: MN spoke with the Library Society about donating money to Marigold. They donated \$10,000 from casino funds. The Society's financials are completed but the AGM deadline has been pushed back to June 30. EH brought all the financial documents, mail, etc. from the library to MN. KD asked if the library is still accepting donations. EH says they are.
- e. Other:
  - i. Policy Committee: No report
  - ii. HR Committee: No Report

4. New Business

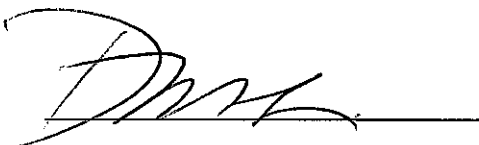
- a. For Discussion / Decision: **Motion to go *in camera* 7:02pm, CM. Seconder, KD. All in favour. Motion carried. EH is part of the delegation of the *in camera* session. SK left the meeting at 7:25pm. SR left the meeting at 8:03pm. Motion to go out of *in camera* 8:28pm, KD. Seconder, CB. All in favour. Motion carried. Motion to pay staff until June 15, LD. Motion amended until May 31 DL. Seconder, CM. All in favour. Motion carried.** The board will meet on Thursday, May 21 at 6pm. Board members will email EH/DL with their questions and concerns by May 15.
- b. For Information/Reminders
- c. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

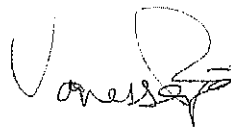
- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment: **Motion to adjourn 8:39pm, CM. Seconder, KD. All in favour. Motion carried.**

**Next Meetings:** June 11, 2019



Denise Lines, Chairperson



Vanessa Page, Secretary

## Town of Drumheller Public Library Board Minutes

**Date:** Thursday May 21, 2020

**Time:** 6pm

**Location:** Online - ZOOM Meeting

**Chair:** Denise Lines

**Secretary:** Vanessa Page

**Regrets:**

**Trustees:** Caleb Brown; Lizbeth Dube; BJ Gallagher;

Samantha Haddon; Sheila Krueger; Cheryl McNeil;

Sarwat Rehan (6:07 pm); Kristyne DeMott (6:33 pm)

1. Call to Order: 6:06 pm

2. Meeting Processes

a. Confirmation of quorum (6/10): **Yes.**

b. Additions to the Agenda / Approval of agenda: **Motion to approve the agenda as presented, EG. Seconder, LD. All in favour. Motion carried.**

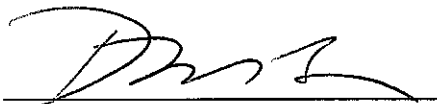
3. Ascend LLP Financial Agreement: DL forwarded the Ascend LLP Financial Agreement to Board members.

4. Closed Session: FOIPP Act 24(1)(d): **Motion to move *in camera*, CM. Seconder, CB. All in favour. Motion carried. EH is part of the delegation of the *in camera* session. SK left the meeting at 6:52pm. Motion to leave the *in camera* session, VP. Seconder CB. Motion to reduce the library's staffing costs by 33% effective June 1st for the following next three months, CM. Seconder, EG. KD makes a friendly amendment to reduce staffing costs by 40%. CM does not accept the friendly amendment. CB, EG, SR, SH, CM, in favour. KD, VP, LD, opposed. DL abstention.**

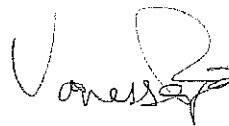
DL will clarify with the town regarding the 2020 budget requisition. LD disagrees.

5. Adjournment: **Motion to adjourn, VP. Seconder, EG. All in favour. Motion carried.**

**Next Meeting:** June 11, 2020



Denise Lines, Chairperson



Vanessa Page, Secretary

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Thursday June 18, 2020  
**Time:** 6 p.m.  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Vanessa Page (Cheryl McNeil recorded minutes in Vanessa's absence)  
**Regrets:** Kristyne DeMott; Vanessa Page  
**Trustees present:** Caleb Brown; Lizbeth Dube; Cheryl McNeil; Sarwat Rehan; BJ Gallagher joined the meeting at 6:35 PM;  
**Absent:** Sheila Krueger  
**Marigold Rep:** Margaret Nielsen  
**Library Director:** Emily Hollingshead

1. Call to Order – S. Haddon called the meeting to order at 6:05 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (S. Haddon confirmed the meeting had achieved the new quorum of 5/9 board members present): **Yes**
  - b. Additions to the Agenda / Approval of agenda – **S. Rehan moved to approve agenda as amended. L. Dube seconded. All in favour. Carried.**
  - c. Review/Approval of the minutes: **L. Dube moved to approve the March 12, 2020 minutes. S. Rehan seconded. All in favour. Carried. C. Brown moved to approve May 14, 2020 minutes. Seconded by L. Dube. All in favour. Carried. C. McNeil moved to approve the Special Meeting of May 21, 2020 minutes. C. Brown seconded. All in favour. Carried.** S. Haddon indicated there was an amendment regarding the Special Meeting minutes from June 3, 2020. The minutes are to be amended as follows: K. DeMott asked to table the motion as she did not receive sufficient information as to why a secondary staff member was necessary. **C. Brown moved to approve the June 3, 2020 minutes as amended. S. Rehan seconded. All in favour. Carried.**
  - d. Declaration of conflicts of interest – **None declared.**
  - e. Welcome guests: M. Nielsen
3. Reports
  - a. Financials: E. Hollingshead & C. Brown  
Discussion regarding the May 2020 financial statement shared by E. Hollingshead. **C. Brown moved to approve the May 2020 financials as presented by E. Hollingshead. L. Dube seconded. All in favour. Carried.**
    - i. Ascend LLP audit update – E. Hollingshead sent through the 2019 documents to the auditors. S. Haddon asked for clarification of what Ascend LLP is doing for 2020. **S. Rehan moved to ask Ascend LLP to look into 2020 financials and obtain a quote to review 2020 financials which would include a review of payroll each month. C. Brown seconded. All in favour. Carried.**
  - b. Director: E. Hollingshead shared the May 2020 report. There was discussion of work related to re-opening including the procedural aspects and preparing comprehensive Hazard Assessments. Materials are ready for the Farmers Market on Sat., June 20. Online statistics are included in the report. S. Haddon asked about the Drumheller Library pins and the use of these for promotion with patrons. C. Brown asked about ongoing use of PPE and if any would be supplied from the Town of Drumheller. This will be discussed later in the meeting with the CAO report.
  - c. Marigold: M. Nielsen – There is information from PLSD regarding library re-openings due to COVID. One of the new items is that libraries will be handing out masks to the public. School house libraries are facing challenges as some school boards do not want them to use the washrooms within the school due to cleaning protocols. The government is providing re-launch funding and they are checking to see if libraries would qualify for this. Marigold is re-arranging their workspaces to meet the physical distancing criteria at their office.

- d. Society: Margaret shared the Society report – awaiting a list of supplies from E. Hollingshead for summer reading program.
- e. Other:
  - i. Policy Committee: No report
  - ii. HR Committee: No report
- 4. New Business
  - a. For Discussion
    - i. Reopening budget adjustments – Require an interim decision.
    - ii. Meeting with Town CAO – S. Haddon and E. Hollingshead  
 Intention was not to be as concrete as it was; funding to Marigold should not have been part of the reductions; follow-up in writing is expected. M. Nielsen raised that it would be a good idea for someone to touch base with the Stettler Library as they are housed within a recreational facility. The Town's CAO will work with Library staff for curbside pick-up to start July 13.  
 Cleaning supplies – the Town will advise the library what they are able to do to share supplies, including PPE; they will assist as they are able.  
 Lines of communication – C. Brown asked if this was discussed at the meeting and it was not specifically addressed.
    - iii. Society relationship – S. Haddon introduced herself as the new Board chair to the Society chair. There was discussion about the Board working with the Society and including the Society in board orientation. S. Haddon would like to see the relationship with the Society is strengthened.
    - iv. Advocacy - There was discussion regarding advocacy for the Library and it is something the board needs to keep in mind. Board members need to keep talking with Council members and plan to present to Council in the near future. Materials would need to be provided a week prior to the meeting. There was discussion regarding involvement of Council including one-on-one meetings (take them out for coffee) and invite Council to participate in a Library program.

Note: Guest Margaret Nielsen left the meeting at 7:27 p.m.

**BJ Gallagher moved to go in camera at 7:29 p.m. S. Rehan seconded. All in favour. Carried.**

**BJ Gallagher moved to come out of in camera at 7:39 p.m. L. Dube seconded. All in favour. Carried.**

- b. Decision:
  - i. Reopening budget plan - The Board reviewed the budget scenarios prepared by E. Hollingshead. **BJ Gallagher moved that we adopt the 2B budget plan as presented by E. Hollingshead. C. Brown seconded. All in favour. Carried.** The Board realizes that as the COVID 19 situation changes there will be other considerations for staffing as we learn more regarding relaunch and re-opening of the Library.
  - ii. Contact information for Society - Board members in attendance agreed to sharing their personal emails to the Library Society. Board members will receive an invitation to the Library Society's AGM on June 25.
- c. For Information/Reminders
  - i. Board Calendar:
    - 1. Plan of Service review (July) – look at relevance of services in light of COVID.
    - 2. Executive Director performance plan (August) – next meeting provide Emily with direction; review goal plan;
    - 3. Executive Director review (August) – C. McNeil recommended that this is completed in July rather than August.
    - 4. Board self-assessment (August)
    - 5. Board matrix skill review (August)



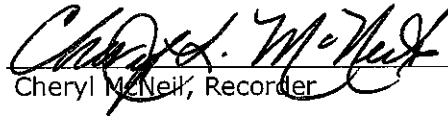
6. Annual General Meeting (TBD)
    - ii. Library Society AGM June 25 at 7pm on Zoom
    - iii. International Public Library Fundraising Conference – S. Haddon attended the online conference and will share presentations / materials from the conference.
  - d. Correspondence – none noted
5. Ongoing/Unfinished Business - ON HOLD
- a. Plaques – Little Free Libraries & Instruments
  - b. Window Signs
  - c. Plan of Service
  - d. Calendar of Events
  - e. Little Free Libraries
  - f. Updating Policies & Bylaw
  - g. Special Projects Committee
7. Adjournment - **L. Dube moved to adjourn the meeting at 7:54. BJ Gallagher seconded. All in favour. Carried.**

**Next Meetings:** July 9, 2020



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Samantha Haddon, Chairperson



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Cheryl McNeil, Recorder

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Thursday July 9, 2020  
**Time:** 6:00 p.m.  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Margaret Nielsen recorded Minutes in the absence of a secretary.  
**Regrets:** Liz Dube  
**Trustees present:** Caleb Brown; Krystine DeMott; Cheryl McNeil; Sarwat Rehan;  
**Absent:** Sheila Krueger; BJ Gallagher  
**Marigold Rep:** Margaret Nielsen  
**Library Director:** Emily Hollingshead

1. Call to Order - S. Haddon called the meeting to order at 6:07 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (S. Haddon confirmed the meeting had achieved the new quorum of 5/8 board members present): **Yes**
  - b. Accepting of Regrets: **C. Brown moved to accept noted regrets. S. Rehan seconded. Carried**
  - c. Additions to the Agenda / Approval of agenda - **C. McNeil moved to approve agenda as amended to include in 4b ii Appointment of new (interim) secretary with signing authority. C. Brown seconded. All in favour. Carried.**
  - d. Review/Approval of the minutes: **S. Rehan moved to approve the June 18, 2020 minutes with the following correction in 3 c PLSD to PLSB and clarification in 4 ii referred to the letter received from the Town regarding the library budget. C. McNeil seconded. All in favour. Carried.**
  - e. Declaration of conflicts of interest - **None declared.**
  - f. Welcome guests: M. Nielsen
3. Reports
  - a. Financials: E. Hollingshead & C. Brown  
Discussion regarding the June 2020 financial statement shared by E. Hollingshead and C. Brown.
    - Revenue similar to previous report - Down with no access to the library and those revenue streams. Expenses down but not as much as C. Brown had anticipated. **C. Brown moved to approve the June 2020 income statement as presented by E. Hollingshead. K. DeMott seconded. All in favour. Carried.**
  - b. Director: E. Hollingshead shared the June 2020 report. Highlights included: a) the reopening plan. b) the success at the Farmers' Market on July 4<sup>th</sup>. c) recommendations from Ascend re charge out rate and a quarterly Balance Sheet.
  - c. Marigold: M. Nielsen - has not received any new information from Marigold to report.
  - d. Society: S. Haddon reported on attending the AGM and regular meeting via Zoom. Has accepted the position of Vice Chairperson of the Society. M. Nielsen reported on information L. Traquair had received from AGLC re supply computers to students in need as requested by L. Dube at the meeting.
  - e. Other:
    - i. Policy Committee: No report
    - ii. HR Committee: No report
4. New Business
  - a. For Discussion
    - i. Plan of Service Review - S. Haddon with the assistance E. Hollingshead went through the 2020 Plan of Service priorities item by item. Comments in relationship to what has been accomplished, what has not been accomplished and what changes COVID has made and will continue to make to the Plan of Service were shared.
    - ii. HR Committee - With the resignation of D. Lines the HR Committee requires a new member. **S. Haddon moved the C. Brown be appointed to the HR Committee. S. Rehan seconded. Carried**

- iii. Town Letter Clarification  
E. Hollingshead discussed staffing scenarios and budget implications in relation to the letter received from the Town outlining a decline in financial support for the remainder of 2020.

**S. Haddon moved that the library submit a 25% reduction in our 2020 Town of Drumheller funding request. C. McNeil seconded. Carried**

C. Brown pointed out that this reduction is one of the largest reductions to be accepted by other libraries in Alberta.

b. For Decision

- i. Level of Service Scenario  
E. Hollingshead outlined some of the changes that will occur as a result of COVID after reopening. Motion in 4. A. iii. Identifies the decision made regarding this item.

- ii. Appointment of Interim Secretary  
S. Haddon informed the Board that she had received V. Page's resignation as the Secretary and as a Board member. V. Page is leaving our community. S. Haddon thanked her for her commitment to the Board over the years and wished her well in her future. C. McNeil volunteered to assume the role of interim secretary. **S. Haddon moved that C. McNeil be appointed as the Interim Secretary with signing authority at the library's financial institution(s) until elections are held in the fall. C. Brown seconded. Carried**

E. Hollingshead to contact Town Office re advertising for the two vacancies on the Library Board.

c. For Information/Reminders

- i. Board Calendar:
  - 1. Executive Director performance plan (August)
  - 2. Executive Director review (August)
  - 3. Board self-assessment (August)
  - 4. Board matrix skill review (August)
  - 5. Audit Review and approval (August)
  - 6. Annual General Meeting (September)
  - 7. 2021 Budget (September)
  - 8. Update Signing Authority (September)
  - 9. Policy Committee meeting (October)
  - 10. Presentation to Council (Fall)
- ii. Correspondence – none noted

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

6. Adjournment – **K. DeMott moved to adjourn the meeting at 7:25.**

**Next Meetings:** August 13, 2020



Samantha Haddon, Chairperson



Margaret Nielsen, Recorder

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Thursday August 20, 2020  
**Time:** 6 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil  
**Regrets:** Lizbeth Dube; BJ Gallagher  
**Trustees:** Caleb Brown; Kristyne DeMott; Sheila Krueger; Sarwat Rehan  
**Marigold Rep:** Margaret Nielsen

1. Call to Order – S. Haddon called the meeting to order at 6:03 p.m.
2. Meeting Processes
  - a. Confirmation of quorum (5/8)
  - b. Accepting of regrets – K. DeMott moved to accept regrets received. C. Brown seconded. All in favour. Carried.
  - c. Additions to the Agenda -- C. Brown moved to approve the agenda with one amendment (the spelling of S. Haddon's name (3d). K. DeMott seconded. All in favour. Carried.
  - d. Review/Approval of the minutes of July 9, 2020 – C. McNeil moved to accept the meeting minutes from July 9, 2020. S. Krueger seconded. All in favour. Carried.
  - e. Declaration of conflicts of interest – no conflicts of interest to declare.
  - f. Welcome guests: S. Haddon welcomed M. Nielsen to the meeting.
3. Reports
  - a. Financials: E. Hollingshead & C. Brown – C. Brown provided an overview of the income statement for July 2020. C. Brown moved to accept the income statement for July 2020 as presented by E. Hollingshead. S. Rehan seconded. All in favour. Carried.
    - i. Ascend Contract Review (2020) K. DeMott moved to accept the 2020 bookkeeping services contract from Ascend LLP. C. Brown seconded. All in favour. Carried.
  - b. Director: E. Hollingshead – Emily shared photographs of the library space that will be open to the public and explained how they are making this an engaging space for patrons. New books will be on display in the public area (viewing with eyes only, no touch). There was discussion about reopening plans and a request for the next board meeting to take place one week earlier in September to give E. Hollingshead an opportunity to share the library's reopening plans with the Board prior to the Sept. 9 opening date. The Board agreed to move the meeting one week ahead to Wed. Sept. 2.
  - c. Marigold: M. Nielsen reported that the ground breaking for new building for Marigold had taken place; the next meeting is scheduled for Aug. 29, 2020.
  - d. Society: S. Haddon – no meeting had taken place in July; next meeting is upcoming in September.
  - e. Other:
    - i. Policy Committee: No report
    - ii. HR Committee: See 4.b.ii. – later in agenda
4. New Business
  - a. For Discussion
    - i. Budget 2021 – Discussion followed with regards to developing the 2021 budget. There was discussion about the Library's services/programming, hours of operation, occupancy limits (whether or not the Library would factor into the BCF's occupancy limits), staffing needs, and masks (libraries are a distribution point for masks for the public). The Board also discussed the need for clarity regarding the amount received from the Town for the 2020 budget. K. DeMott offered to touch base with the CAO about this. E. Hollingshead is looking for a specific number as a starting point to draft 2021 budget. S. Haddon suggested that E. Hollingshead start the 2021 budget based on the 2020 budget number (with no cost of living increase etc.). The Board agreed to this as a starting point.
    - ii. Board Self-assessment/Skills Review Survey – S. Haddon provided an update regarding the Skills Survey and mentioned that community networking seemed to be the number one skill that is needed from board members based on the surveys received to date.

There was discussion regarding community networking and the importance of attending events within the community. There was also discussion about the skills needed when recruiting new members and ensuring representation from different areas of the community: schools; school councils; and youth and someone with bookkeeping/financial skills. Overall, people with different backgrounds and areas of expertise are needed for the Board. S. Haddon will send out to all Board members the Board Skills Matrix which was part of the survey.

b. Decision:

- i. Meeting time change – S. Haddon reported that per the Doodle poll it was tied at Wednesdays or Thursdays; staying with the second week in the month. Discussion followed.

C. McNeil moved that the Library Board meetings change to Wednesdays during the second week of the month starting at 7 pm. K. DeMott seconded. All in favour. Carried. The new meeting date/time will start on October. 14. The Board agreed to meeting at 7 p.m. for the next meeting on Sept. 2.

M. Nielsen and E. Hollingshead left the meeting at 7:30 pm

C. Brown moved to go into Camera at 7:31 p.m.; S. Rehan seconded. All in favour. Carried.

- ii. HR Committee Report and Recommendations - In Camera

S. Rehan moved that we come out of camera at 8 p.m. C. McNeil seconded. All in favour. Carried.

S. Krueger moved to release Emily's 2019 bonus through CAFT (Library Board signing authority, through Chinook Financial) as approved by the Board per the recommendations of the HR Committee. C. McNeil seconded. All in favour. Carried.

c. For Information/Reminders

- i. Board Calendar:

1. Update signing authority (August)
2. Audit review and approval (August)
3. Executive Director performance plan (Aug/Sept)
4. Executive Director 2019 evaluation review (Aug/September)
5. Annual General Meeting (September)
6. 2021 Budget (September)
7. Presentation to Council (Fall)
8. Policy Committee meeting (October)
9. New Board member recruitment (Ongoing)
10. New Board member orientation (Fall)

- ii. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

6. Adjournment – K. DeMott moved to adjourn the meeting at 8:03 pm.

**Next Meeting:**

Wed. Sept. 2 at 7 p.m.

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Samantha Haddon, Board Chairperson

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Cheryl McNeil, Secretary

**Town of Drumheller Public Library Board  
Meeting Minutes**

**Date:** Wednesday September 2, 2020  
**Time:** 7 pm  
**Location:** Online - ZOOM Meeting  
**Chair:** Samantha Haddon  
**Secretary:** Cheryl McNeil  
**Regrets:** BJ Gallagher  
**Trustees in attendance:** Caleb Brown; Kristyne DeMott; Sheila Krueger; Sarwat Rehan  
**Trustee not in attendance:** Lizbeth Dube  
**Marigold Rep:** Margaret Nielsen

1. Call to Order – S. Haddon called the meeting to order at 7:06 pm
2. Meeting Processes
  - a. Confirmation of quorum (5/8) – S. Haddon confirmed quorum achieved for today's meeting.
  - b. Accepting of regrets – C. Brown moved to accept regrets. K. DeMott seconded. All in favour. Carried.
  - c. Additions to the Agenda / Approval of agenda – C. McNeil moved to accept the amended agenda with the addition of 4iii. S. Rehan seconded. All in favour. Carried.
  - d. Review/Approval of the minutes of August 20, 2020 – C. McNeil moved to approve the minutes from Aug. 20 as presented. S. Rehan seconded. All in favour. Carried.
  - e. Declaration of conflicts of interest – None declared.
  - f. Welcome guests: M. Nielsen from Marigold.
3. Reports
  - a. Financials: E. Hollingshead & C. Brown – S. Haddon moved to table the August financial report to our next meeting. S. Krueger seconded. All in favour. Carried.
  - b. Director: E. Hollingshead – Regular monthly report will be tabled to the next meeting.
  - c. Marigold: M. Nielsen – a full board meeting was held on Sat. Aug. 29 with approximately 50 in attendance virtually. A new budget was brought forward for discussion/decision in light of COVID 19. The categories changed within the budget, however the budget total did not change. The revised budget was approved.
  - d. Society: S. Haddon – next meeting to be held on Monday, Sept. 14 at 7 pm. M. Nielsen reported that E. Hollingshead sent a request for PPE to the Society. M. Nielsen will bring forward this request at the next meeting. The Napier Theatre requested that the Reel Alternative movies will not be offered for the remainder of 2020. The Society agrees to honour the request from the Napier theatre. The Society purchased quality made-in-Canada face shields from Costco for the library staff.
  - e. Other:
    - i. Policy Committee: No report
    - ii. HR Committee: No report
4. New Business
  - a. For Discussion
    - i. Library reopening plan – E. Hollingshead shared the library's reopening plans, set for Sept. 9 when the Badlands Community Facility reopens. There was discussion regarding different aspects of the reopening. E. Hollingshead agreed to develop a mandatory masking policy and share this with the Board prior to reopening. *Policy C.11 - Pandemic Policy* will undergo revision and will be shared with the Board prior to reopening provided that legal questions are answered. The Board also reviewed and discussed *Policy C.2 - Sick Leave*. A provision to include working from home will be added to this policy. The revised policies including the new masking policy will be shared via email by E. Hollingshead to the Board. These policies will be subject to an email vote by the Board prior to reopening of the Library on Sept. 9.
    - ii. Director of Library Services absence plan – information was included as part of 4. a. i.
    - iii. Programming request – E. Hollingshead shared information regarding a request from a pre-school program to utilize space in the Library on a weekly basis starting this fall. A

decision will be made at the next Board meeting on Oct. 14 once more information is known regarding COVID with the reopening of schools in September.

b. Decision:

- i. New pandemic policies – note 4. a. i. – these policies will be subject to an email vote by the Board prior to the reopening of the Library on Sept. 9.
- ii. Budget 2021 – K. DeMott moved to present the 2021 budget as presented by E. Hollingshead to the Town of Drumheller, pending future information from the Town of Drumheller regarding the 2020 budget. S. Krueger seconded. All in favour. Carried.

M. Nielsen left the meeting at 8:43 p.m.

iii. Director of Library Services hours - In Camera

K. DeMott moved to go in-camera at 8:44 pm. C. Brown seconded. All in favour. Carried.

C. McNeil moved to come out of in-camera at 9:07 pm. S. Rehan seconded. All in favour. Carried.

C. Brown moved to restore the Library Directors' salary to full-time for the month of September permitting the Library Director to use banked time in September. S. Krueger seconded. All in favour. Carried.

It was noted that E. Hollingshead (the Library Director) will not qualify for CERB funding. In addition, September is the optimum time for the remainder of 2020 for the Library Director to use her banked time given the Library's hours will increase starting in October.

c. For Information/Reminders

i. Board Calendar:

1. Update signing authority (ongoing)
2. Audit review and approval (September)
3. Annual General Meeting (September)
4. Executive Director performance plan (September)
5. Executive Director 2019 evaluation review (September)
6. Presentation to Council (Fall)
7. Policy Committee meeting (October)
8. New Board member recruitment (Ongoing)
9. New Board member orientation (Fall)

ii. Correspondence

5. Ongoing/Unfinished Business - ON HOLD

- a. Plaques – Little Free Libraries & Instruments
- b. Window Signs
- c. Plan of Service
- d. Calendar of Events
- e. Little Free Libraries
- f. Updating Policies & Bylaw
- g. Special Projects Committee

7. Adjournment – S. Krueger moved to adjourn the meeting at 9:15 pm.

**Next Meeting:** Wednesday October 14, 7 pm

*S. Haddon, Chairperson*